

WebEx Instructions

WebEx is an internet-based conferencing tool that allows an invited audience to participate from their computers and phones. Participants can view PowerPoint presentations as well as a list of other WebEx participants and can use WebEx's "raise your hand" function to give a visual signal to the meeting host and on-line participants that they would like to make a verbal comment or question. Verbal communication is done over the phone in a concurrent conference call. WebEx participants can also send written chat messages to other WebEx participants and to the WebEx host.

Registration Process in Advance of the Workshop

To participate in this meeting through the Energy Commission's WebEx on-line meeting service, parties must first register in advance. Required information includes name, valid email address, and company name (type in "N/A" if representing self.) See attachment for a description of, and instructions for, WebEx participation.

Please click the following link to register for this meeting any time before the workshop begins:

<https://energy.webex.com/energy/j.php?ED=92979752&RG=1>

Once you have registered for the meeting, you will receive an email message confirming your registration. That message will provide the information needed to join the meeting.

Please be aware that the workshop's WebEx audio and onscreen activity will be recorded.

Joining the Workshop on June 12th

At the meeting's starting time, click on the link provided in your email registration confirmation. For the audio portion of the workshop, if you have a direct phone line, you can provide your phone number when prompted to receive a call back on your phone, connecting you to the audio portion of the workshop. If you do not have a direct phone line, you can call 1-866-469-3239 (toll free in the U.S. and Canada).

If you have difficulty joining the meeting, please call the WebEx Technical Support number at 1-866-229-3239.

WebEx Participation through Audio Only

If you do not have computer access at the time of the workshop and wish to participate in the meeting by phone, you can call 1-866-469-3239 (toll free in the U.S. and Canada). You will be asked to enter the meeting number followed by the pound sign (925 639 603.#). Phone participants will be able to hear the workshop, and time permitting, may be able to ask questions.

WebEx Protocols

- WebEx participants will be muted during the presentations. Whenever possible, we will unmute you for questions and comments, typically after each presentation.
- If you would like to speak, please click on the “Raise Hand” button in the Participant Panel. This will alert us that you are interested in making a verbal comment or asking a question, and at the appropriate time we will unmute your phone and you will be acknowledged and directed to speak.
- If you cannot see the Participant Panel because a presentation is in full-screen mode, click on the three-people icon in WebEx’s bottom right toolbar to open it.
- You may send chat messages to others on the WebEx Participant Panel at any time during the workshop by using the WebEx Chat feature. Be sure to use the drop-down menu to select to whom you want to send your message.
- If you have technical questions for the WebEx Host concerning the workshop you can use WebEx’s Chat feature by selecting the “Send to Host Privately” option at any time during the workshop.
- Please do not send Chat messages to the “Presenter ID” option as they will be busy giving the presentation.
- If you can only participate by phone, you can call 1-866-469-3239 (toll free in the U.S. and Canada). You will be asked to enter the meeting number followed by the pound sign (925 639 603#). Phone only participants will be able to hear the workshop, but will be muted. Time permitting, all phone only participants will be unmuted as a group, and directed to speak in an orderly manner.
- Questions will first be taken from the dais, then from participants at the workshop, followed by WebEx participants who will be unmuted individually in order to speak, and lastly from phone only participants who will be unmuted as a group and asked to speak one at a time.